

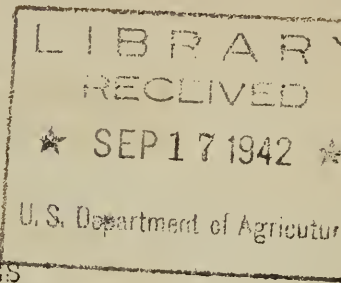
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UNITED STATES DEPARTMENT OF AGRICULTURE
U.S. Agricultural Marketing Service



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MANUSCRIPTS FOR OUTSIDE PUBLICATION AND SPEECHES

Articles

Articles for outside publication must be approved by the Chief of the Service, through the Marketing Information Division. The ribbon copy of the manuscript and two carbons (one on yellow paper) must be submitted. The carbons will be retained unless material changes are made; otherwise they will be returned for correction to the writer with the ribbon copy, on which the suggested changes will be indicated. The ribbon copy will be returned in any case, accompanied by the permit sheet duly signed. The permit sheet, attached to a carbon copy of the article and any correspondence relating to it, should be sent by the author to the Visé Section. This material later is sent by the Visé Section to the Agricultural Marketing Service files. If the outgoing letter is not mailed under frank and is not viséed, the carbon copy of the manuscript and the initialed permit sheet should be sent direct to the Service files by the author. (Note: Four copies of an article should be typed in addition to copies that the author wishes to retain.)

When manuscripts for outside publication are submitted, an informal note must be attached showing the author's name and designation, whether the article is to be signed when printed, name of journal that will probably publish it, and whether compensation will be received. The article or the note accompanying it must show the initials of the Division Leader or his representative. If compensation is expected a statement should be made that work was done outside of office hours. A reasonable time must be allowed for approval by the Marketing Information Division - not less than 4 days.

When the article finally appears in print the author must notify the Bulletin Editor promptly, giving exact title as finally printed and exact citation, including page number. If the Department library service does not receive the magazine regularly, a copy must be sent to the Marketing Information Division for filing in the library. These are the provisions under which approval is granted.

Speeches

Speeches are reviewed by the Bulletin Editor in accordance with accepted procedure. Members of the Service in Washington who have been authorized to address audiences should send, through their Division Leader, three copies of the proposed address to the head of the Marketing

Information Division, not less than 4 days before leaving Washington and preferably much earlier.

One copy should be an original, which will be cleared as promptly as possible and returned with the permit sheet through the Division Leader. One copy should be on yellow paper, which will be sent to the Office of Information of the Department in compliance with Department regulations. The third copy will be used for abstracting information for use in press releases and for other purposes and will be kept on file in the Marketing Information Division.

Those who speak without manuscript or notes are expected to prepare an abstract of the proposed talk and to forward it in the same way as an address.

Speeches should be double spaced. In addition to the title of the speech and name and official title of the speaker they should show the name and place of the meeting and date of delivery. (See sample below for form.) If the speech is to be mimeographed, that fact should be stated when it is submitted for review.

Although it is not required that speeches to be given by the field staff be approved through the Marketing Information Division, that division will be glad to review such speeches if requested to do so and if ample time is allowed. Most Division Leaders, however, require that speeches by members of the Service in the field be approved by the Washington office of the division.

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SAMPLE FOR FORM

UNITED STATES DEPARTMENT OF AGRICULTURE
Agricultural Marketing Service

GRADES FOR PROCESSED FOODS IMPORTANT TO THE CONSUMER

By Paul M. Williams, Senior Marketing Specialist

Address, Annual Meeting, Consumers' League for Honest Labeling,
New York, N.Y., September 17, 1941

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